

Summary Tool for the California High School Exit Examination (CAHSEE) Apportionment Information Report 2002 - 2003

**** CAHSEE District Coordinator's Use Only ****

(INSTRUCTIONS ON BACK OF FORM)

Section I

School District, County Office of Education, or Charter School Name:
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This summary tool is for the District Coordinator's use only. Please do not submit this form to the California Department of Education.

Section II

A separate form should be used for each administration. Check only one box in this Section. Specify the administration for which this form is being used by placing an "X" in the appropriate box.

- | | |
|--|--|
| <input type="checkbox"/> Administration – July 23, 24, and 25, 2002
<input type="checkbox"/> Administration – November 5, 6, and 7, 2002
<input type="checkbox"/> Administration – March 4, 5, and 6, 2003 | <input type="checkbox"/> Administration – September 17, 18, and 19, 2002
<input type="checkbox"/> Administration – January 14, 15, and 16, 2003
<input type="checkbox"/> Administration – May 13, 14, and 15, 2003 |
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Section III

Section III									Number of pupils by grade tested with one or both portions of the CAHSEE					
①School Name	②School Code (individual 7-digit code)							③Grade 10	④Grade 11	⑤Grade 12	⑥ Post Grade 12	⑦ Adult Student	⑧Total	
⑨District Total														

**Instructions for Completion of the
Summary Tool for the
California High School Exit Examination (CAHSEE)
Apportionment Information Report
2002 - 2003**

This form is to be used by the CAHSEE District Coordinator only. The information collected from each school site may be summarized on this form to assist in the completion of the CAHSEE Apportionment Information Report. Do not submit this form to the California Department of Education. Keep this form for your records.

Section I

Provide the name of your School District, County Office of Education, or Charter School, as appropriate.

Section II

There are multiple administrations. For example, one administration is the testing window of July 23, 24, and 25, 2002, not the subjects tested. A separate form must be submitted for each administration (not per subject tested). Check only one box in this Section. Place an "X" in the appropriate box to indicate the administration used in the report of the information. Future administrations will be approved by the State Superintendent of Public Instruction.

Section III

Column 1 - School Name: List the names of the schools within your School District.

Column 2 - School Code: Provide the 7-digit code (listed in the California Public School Directory) for each school as appropriate.

Column 3 - Grade 10: Provide the total number of pupils tested in one or both portions (English-language arts and mathematics) of the CAHSEE. Each pupil is only counted once, regardless of whether the pupil took one or both portions of the CAHSEE.

Column 4 - Grade 11: Provide the total number of *pupils tested in one or both portions (English-language arts and mathematics) of the CAHSEE. Each pupil is only counted once, regardless of whether the pupil took one or both portions of the CAHSEE.

Columns 5 and 6 - Grade 12 and Post Grade 12: These grades may not participate in the exam during the administrations noted on this form.

Column 7 – Adult Students: Enter the total number of **adult students tested.

Column 8 - Total: Sum the numbers of all the grades tested by school and enter the Grand Total in the last box of this column.

Row 9 - District Total: For Column 3 (Grade 10), Column 4 (Grade 11), and Column 7 (Adult Student), sum the numbers of all pupils and adult students tested, then sum these subtotals at the bottom of each of these columns. The sum of these subtotals should calculate to the same Grand Total that was calculated when summing the numbers in Column 8 (Total).

Example: School X tested 30 pupils in mathematics only, 10 pupils in English-language arts only, and 27 pupils in both subjects. School X would report 67 pupils in total.

* Pupil: One who is enrolled in a California public school in grades 11 or 12 who has not passed either the English-language arts section or the mathematics section of the CAHSEE.

** Adult Student: A person who is enrolled in a California adult school operated by a school district and who has not passed either the English-language arts section or the mathematics section of the CAHSEE. This does not include pupils who are concurrently enrolled in high school or adult school.

If you have any questions regarding the completion of this report, contact Dana Herron, Standards and Assessment Division, California Department of Education, at (916) 319-0348.